

**SCOTTSDALE PUBLIC LIBRARY ADVISORY BOARD**  
**MEETING MINUTES**  
**Civic Center Library Board Room**  
**January 21, 2004**

**Members Present:** Judith Crider, Chair  
David Berry  
Hamilton Lee Durning  
R. Jerry Hargitt  
Camille Schmidt

**Members Absent:** Linda Tardie – excused  
Nancy Walker - excused

**Others Present:** Rita Hamilton, Library Director  
Debra Baird, Interim Community Services General Manager  
Mary Johnson, Library Operations Manager  
Sharyn Pennington, Library Operations Coordinator  
Bill Pillow, Public Services Manager  
Debbie Tang, Facilities & Special Projects Manager  
Jennifer Saunders, Librarian  
Denise Cook, Secretary

**CALL TO ORDER**

Mrs. Crider called the meeting to order at 3:30 p.m.

**APPROVAL OF MINUTES**

Mrs. Crider asked for a motion to approve the minutes of the December 17, 2003 meeting. Mr. Hargitt so moved; Ms. Schmidt seconded, and the motion carried 5-0.

**LIBRARY STAFF REPORTS OF CURRENT EVENTS (A.R.S. 38-431.02 (K))**

***Monthly Statistical Report - Sharyn Pennington***

	<b>December</b>	<b>December</b>	
	<u>2002</u>	<u>2003</u>	<u>% Change</u>
Library Collection		793,334	
Items Circulated	137,520	146,510	+6.5%
Attendance	114,669	95,437	-16.77%
Volunteer Hours		2,358	
Customers Using Public Computers		30,401	

***Special Revenue Account Report - Sharyn Pennington***

The Gift & Memorial Trust Account received \$75 for the month; expenses were \$16.05. In the Library Book Sale Special Revenue Account, December income from sales was \$13,688.50 and expenditures were \$5,654.09.

***Library Director's Report – Rita Hamilton***

Ms. Hamilton introduced special guest Debra Baird, Interim General Manager of Community Services. Ms. Baird informed the Board that she has been with the City for 28 years, has worked with the libraries, and would be happy to answer any questions they might have.

Ms. Hamilton reported that the Library's award-winning *Precision Book Cart Drill Team* will be part of this year's Parada del Sol on Saturday, Jan. 31. The drill team was recently featured in the *Tribune* and the *Scottsdale View*.

Ms. Hamilton commented that Scottsdale Councilman Wayne Ecton's 2004 "Wish List" for Scottsdale that ran in the 12-31-03 edition of the *Tribune* included the construction of a library for northern Scottsdale. A copy of the article was distributed to the Board.

Ms. Hamilton reported on the Friends of the Library Board's recent meeting with an update on their major fundraiser, *Authors & Appetizers Among Friends*, scheduled for February 20. The event features gourmet appetizers and desserts, a no-host bar, live music and three author stations. The authors' books will be available for purchase and signing during the evening. The Friends will also conduct a Silent Auction, and plan to kick off their Capital Campaign for the planned Civic Center Teen Center that night.

Ms. Hamilton reported that over sixty people attended the January 3<sup>rd</sup> African American Author Program.

Ms. Hamilton discussed the replacement of the library's automated system. Library staff is reviewing the four proposals we received. In February and March, the vendors are scheduled to present demonstrations. Ms. Hamilton said that the library plans to roll out the new system in January 2005.

Ms. Hamilton distributed the results of the Scottsdale Library Materials Availability Survey, conducted December 1-6, and reviewed the information with the Board. Of the patrons surveyed who came to the library looking for a specific title, 85 % found what they were looking for. Of those who were browsing, 82% of patrons found something useful. Asked if they prefer to receive new materials more quickly than to have a 3-week loan period, 36% of patrons surveyed agreed, 28% disagreed and 38% had no preference. 28% of surveyed patrons prefer one-week loans for videos/DVDs; 37% prefer two weeks; 19% prefer three weeks, and 16% had no preference. Ms. Hamilton said that the survey results indicate that the current library services and loan policies are accepted by the borrowing public.

Ms. Hamilton graciously invited the Library Board members to attend the 24<sup>th</sup> annual Hearts & Flowers Volunteer Luncheon on February 12 at Monterra's at WestWorld. Ms. Hamilton said this event is the library's way of thanking our library volunteers, including the board members.

Ms. Hamilton mentioned that the Scottsdale Public Library System was featured in the most recent Urban Library Council newsletter.

***Customer Feedback “How’d We Do?” Report***

Mr. Hargitt asked about a reference to Web Wizards in the How’d We Do? report. Ms. Hamilton explained that Web Wizards is a class we are offering teens on how to develop web pages. When the teens complete the course, they receive a certificate and are called ‘Web Wizards.’

Mr. Durning asked if the library received the grant requested from Wells Fargo to fund computer classes for seniors. Ms. Hamilton reported that we received the grant funds and that a focus group will be formed to explore the best approach for teaching seniors how to use a computer.

***Library Services Highlights: Book Buddies Program– Jennifer Saunders***

Ms. Saunders gave a short history of how the Book Buddies Program evolved. Now in its 14<sup>th</sup> year, Book Buddies allows libraries to partner with elementary schools to instill a joy and love of reading in children. Each year, six different schools in the Scottsdale Unified School District, grades 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> participate. The library supplies three speakers for the event, which this year included Michael Lacapa, a Native American storyteller, author and illustrator; and Elizabeth Levy, who has written over 80 children’s books including *Frankenstein Moved in on The Fourth Floor*. In addition, each student received a signed copy of the author’s book. The final speaker, artist Steve Parker, taught the basics of drawing to the students. Book Buddies is a very positive program for both the students and school librarians.

**ITEMS REQUIRING BOARD ACTION**

***Expenditures - Rita Hamilton***

January  
2004

Teen Mystery Program	500
Youth Services story props, supplies, music (system-wide request)	1,800
Civic Center Library AV equipment upgrade	8,050
Book Buddies - Elizabeth Levy	1,200

**Total: \$11,550**

After a review and discussion of the proposed expenses, Mr. Hargitt moved to approve the January 2004 expenses. Mr. Berry seconded, and the motion carried 5-0.

***Election of Library Advisory Board 2004 Officers***

Ms. Crider reviewed the officer slate presented by the Nominating Committee at the December meeting, which was to retain the current officers for a second term, and called for a vote. Mr. Durning moved to approve Judith Crider as Chairperson, R. Jerry Hargitt as Vice Chairman, and Linda Tardie as Secretary for 2004. Ms. Schmidt seconded, and the motion carried 5-0.

**INFORMATIONAL ITEMS**

***Announcements/Issues for Future Discussion***

Ms. Crider inquired if the Board packets that are customarily mailed to each Board member prior to the meeting can be e-mailed instead, as a way of cutting costs. Since Board members were open to that suggestion, Mary Warner, Administrative Secretary, will poll each Board member to determine how they would like to receive their board meeting packets.

Ms. Schmidt asked if the City Council candidates received invitations to the *Authors & Appetizers Among Friends* event. Ms. Hamilton responded that invitations were mailed to them.

Ms. Crider stated that the next meeting would be held on February 18, 2004.

**ADJOURNMENT**

There being no further business, the January 2004 Library Advisory Board meeting adjourned at 4:24 p.m.

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Denise Cook, Secretary